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## Kansas Department Of Agriculture

Administrative Services  
109 SW 9<sup>th</sup> Street, 4<sup>th</sup> Floor  
Topeka, KS 66612  
Telephone: (785) 296-3556  
Facsimile: (785) 296-8389

E-Mail Address: [cjordan@kda.state.ks.us](mailto:cjordan@kda.state.ks.us)

KANSAS OPEN RECORDS ACT - K.S.A. 45-201 *et seq.*

# REQUEST FOR OPEN RECORDS ACCESS FORM

Please complete boxes 2 through 11 and return to the address provided in box 1. NOTE: Request is invalid without completion of boxes 10 and 11.

## REQUESTOR INFORMATION (please print or type)

2. NAME:		3. BUSINESS NAME (if applicable):	
4. STREET ADDRESS:		5. TELEPHONE:	6. FACSIMILE (if applicable):
7. CITY, STATE, ZIP:		8. INTERNET E-MAIL ADDRESS (if applicable):	
9. RECORDS REQUESTED (please reference attached request categories):			

## REQUIRED REQUESTOR SIGNATURE

K.S.A. 21-3914 ...

- (a) No person shall knowingly sell, give or receive, for the purpose of selling or offering for sale any property or service to persons listed therein, any list of names and addresses contained in or derived from public records except:
- (1) Lists of names and addresses from public records of the division of vehicles obtained under K.S.A. 74-2012, and amendments thereto;
  - (2) lists of names and addresses of persons licensed, registered, or issued certificates or permits to practice a profession or vocation may be sold or given to, and received by, an organization of persons who practice that profession or vocation for membership, informational, or other purposes related to the practice of the profession or vocation;
  - (3) lists of names and addresses of persons applying for examination for licenses, registrations, certificates or permits to practice a profession or vocation shall be sold or given to, and received by, organizations providing professional or vocation shall be sold or given to, and received by, organizations providing professional or vocational educational materials or courses to such persons for the sole purpose of providing such persons with information relating to the availability of such materials or courses; and
  - (4) to the extent otherwise authorized by law.
- (b) Violation of this section is a class C misdemeanor. ...

I hereby request the above records under the Open Records Act, K.S.A. 45-201 *et seq.*, from the Kansas Department of Agriculture (KDA). In addition, I hereby acknowledge I have read the above referenced statute, K.S.A. 21-3914, and will abide by all provisions of said statute.

10. REQUESTOR SIGNATURE:	11. DATE OF REQUEST:
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## A. KDA PREPARATION FEE SCHEDULE (please do not write below this line)

Requesters are responsible for fees incurred per the following preparation fee schedule for time and costs required to prepare records. The total fee is due upon receipt of requested records.

<input type="checkbox"/> A.1. NO FEE: Routine request involving one hour or less staff time and 14 or less pages  \$0.00	<input type="checkbox"/> A.2. \$0.35/PAGE FEE: Routine request involving one hour or less staff time AND 15 OR MORE pages	<input type="checkbox"/> A.3. \$12.00/HOUR CLERICAL STAFF FEE PLUS ALL OTHER APPLICABLE FEES	12. DATE REQUEST RECEIVED:	
<input type="checkbox"/> A.4. \$24.00/HOUR PROFESSIONAL STAFF FEE PLUS ALL OTHER APPLICABLE FEES	<input type="checkbox"/> A.5. \$24.00/HOUR ATTORNEY FEE PLUS ALL OTHER APPLICABLE FEES	<input type="checkbox"/> A.6. \$15.00/COMPUTER QUERY FEE		13. DATE OF INITIAL RESPONSE:
<input type="checkbox"/> A.7. \$2.00/COMPUTER DISK FEE	<input type="checkbox"/> A.8. \$0.60/MICROFILM FEE	<input type="checkbox"/> A.9. BLUE PRINT FEE: ACTUAL COST		
<input type="checkbox"/> A.10. PHOTOGRAPH FEE: ACTUAL COST	<input type="checkbox"/> A.11. COLOR PHOTOCOPY FEE: ACTUAL COST	<input type="checkbox"/> A.12. SPECIAL SHIPPING REQUIREMENT FEE: REVERSE BILLING		15. DATE PAYMENT RECEIVED:
			16. KDA TRANSACTION NUMBER:	

## B. KDA RESPONSE

<input type="checkbox"/> B.1. Request Received / Forwarded To Correct Division / Field Office B.1.a. Division/Field Office Forwarded To:	<input type="checkbox"/> B.2. Access Granted With The Following Preparation Fee Due B.2.a. Total Fee Due:	<input type="checkbox"/> B.3. Access Will Be Delayed B.3.a. Date Record Will Be Provided: B.3.b. Reason For Delay:	17. CHECK NUMBER:
<input type="checkbox"/> B.4. Access Has Been Denied B.4.a. Explanation	B.5. Notes [i.e., preparation fee information, additional details, etc.]:		

C. Records Custodian Signature:	19.. REQUEST NUMBER:
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(Please make checks payable to KANSAS DEPARTMENT OF AGRICULTURE; NOTE REQUEST NUMBER on check; and remit to the address provided in box 1.)

D. KDA REQUEST CATEGORIES					
ADMINISTRATION ATTN: RECORDS CUSTODIAN 109 SW 9 <sup>th</sup> Street, 4 <sup>th</sup> Floor Topeka, KS 66612-1280		DIVISION OF INSPECTIONS ATTN: RECORDS CUSTODIAN 109 SW 9 <sup>th</sup> Street, 3 <sup>rd</sup> Floor Topeka, KS 66612-1272		DIVISION OF LABORATORIES ATTN: RECORDS CUSTODIAN 2524 SW 6 <sup>th</sup> Avenue Topeka, KS 66606-1703	STATISTICAL DIVISION ATTN: RECORDS CUSTODIAN 632 SW Van Buren Topeka, KS 66612-1280
		GRADE A DAIRY PRODUCERS MANUFACTURING DAIRY PRODUCERS DAIRY PROCESSING FACILITIES MILK HAULERS COUNTER FREEZERS ( <i>soft serve ice cream</i> ) FERTILIZER LIME SOIL AMENDMENTS FEEDING STUFFS & PET FOOD AG. SEED DEALERS KANSAS EGG LAW LIVESTOCK REMEDIES ANHYDROUS AMMONIA SAFETY FERTILIZER CONTAINMENT FACILITIES PESTICIDE CONTAINMENT FACILITIES MEAT & POULTRY SLAUGHTER/COMPLIANCE		AG LIME  DAIRY  FEED  FERTILIZER  MEAT/POULTRY  PESTICIDE  SEED	
WATER RESOURCES DIVISION ATTN.: RECORDS CUSTODIAN 109 SW 9 <sup>th</sup> Street, 2nd Floor Topeka, KS 66612-1283			DIVISION OF PLANT HEALTH ATTN.: RECORDS CUSTODIAN 109 SW 9 <sup>th</sup> Street, 3rd Floor Topeka, KS 66612-1281		
FIELD OFFICES:  GARDEN CITY FIELD OFFICE; 2508 Johns; Garden City, KS 67846  STAFFORD FIELD OFFICE; 105 N. Main, Drawer F; Stafford, KS 67578-9801  STOCKTON FIELD OFFICE; 820 S. Walnut; PO Box 192; Stockton, KS 67669-0192  TOPEKA FIELD OFFICE; 1643 SW 41st; Topeka, KS 66609-1250			PLEASE CHECK FORMAT REQUESTED: Computer printed list ..... <input type="checkbox"/> Computer disk ..... <input type="checkbox"/> PLEASE CHECK TYPE OF LIST(S) REQUESTED: (if requesting specific list(s) for Pesticide Law categories, please indicate category by KPL number) BUSINESSES LICENSED TO APPLY PESTICIDES IN KANSAS ..... <input type="checkbox"/> AERIAL APPLICATOR BUSINESSES ..... <input type="checkbox"/> CERTIFIED PRIVATE PESTICIDE APPLICATORS ..... <input type="checkbox"/> CERTIFIED COMMERCIAL PESTICIDE APPLICATORS ..... <input type="checkbox"/> REGISTERED PESTICIDE DEALERS ..... <input type="checkbox"/> PLEASE CHECK AREA OF LIST(S) REQUESTED: PROVIDE KS STATEWIDE LIST (some statewide lists available on computer disk only) ..... <input type="checkbox"/> PROVIDE LIST FOR SELECTED COUNTY(S) IN KANSAS ..... circle county abbreviation(s) below		
WATER APPROPRIATION:  File No(s). _____  _____  ( ) CERTIFICATE(s)  ( ) APPROVAL(s)  ( ) WATER RIGHT INFORMATION RPT(s)  ( ) TEMPORARY PERMIT(s)  ( ) TERM PERMIT(s)  ( ) CEASE & DESIST ORDER(s)  ( ) WATER RESERVATION RIGHT(s)  ( ) WATER USE INFORMATION  ( ) METERING INFORMATION  ( ) ORDER(s) FROM CHIEF ENGINEER  OTHER:		WATER STRUCTURES:  Structure No(s). _____  _____  ( ) DAMS  ( ) WATER OBSTRUCTIONS  ( ) CHANNEL CHANGES  ( ) LEVEES  ( ) WATER SHED DISTRICTS  ( ) FLOOD PLAINS  ( ) SAND PLANTS  ( ) TAX REDUCTIONS  OTHER:		ALLEN ..... AL ANDERSON ..... AN ATCHISON ..... AT BARBER ..... BA BARTON ..... BT BOURBON ..... BB BROWN ..... BR BUTLER ..... BU CHASE ..... CS CHAUTAQUA ..... CQ CHEROKEE ..... CK CHEYENNE ..... CN CLARK ..... CA CLAY ..... CY CLOUD ..... CD COFFEY ..... CF COMANCHE ..... CM COWLEY ..... CL CRAWFORD ..... CR DECATUR ..... DC DICKINSON ..... DK DONIPHAN ..... DP DOUGLAS ..... DG EDWARDS ..... ED ELK ..... EK ELLIS ..... EL ELLSWORTH ..... EW FINNEY ..... FI FORD ..... FO FRANKLIN ..... FR GEARY ..... GE GOVE ..... GO GRAHAM ..... GH GRANT ..... GT GRAY ..... GY GREELEY ..... GL GREENWOOD ..... GW HAMILTON ..... HM HARPER ..... HP HARVEY ..... HV HASKELL ..... HS HODGEMAN ..... HG JACKSON ..... JA JEFFERSON ..... JF JEWELL ..... JW JOHNSON ..... JO KEARNY ..... KE KINGMAN ..... KM KIOWA ..... KW LABETTE ..... LB LANE ..... LE LEAVENWORTH ..... LV LINCOLN ..... LC LINN ..... LN LOGAN ..... LG LYON ..... LY MARION ..... MN MARSHALL ..... MS MCPHERSON ..... MP MEADE ..... ME MIAMI ..... MI MITCHELL ..... MC MONTGOMERY ..... MG MORRIS ..... MR MORTON ..... MT NEMAHA ..... NM NEOSHO ..... NO NESS ..... NS NORTON ..... NT OSAGE ..... OS OSBORNE ..... OB OTTAWA ..... OT PAWNEE ..... PN PHILLIPS ..... PL POTTAWATOMIE ..... PT PRATT ..... PR RAWLINS ..... RA RENO ..... RN REPUBLIC ..... RP RICE ..... RC RILEY ..... RL ROOKS ..... RO RUSH ..... RH RUSSELL ..... RS SALINE ..... SA SCOTT ..... SC SEDGWICK ..... SG SEWARD ..... SW SHAWNEE ..... SN SHERIDAN ..... SD SHERMAN ..... SH SMITH ..... SM STAFFORD ..... SF STANTON ..... ST STEVENS ..... SV SUMNER ..... SU THOMAS ..... TH TREGO ..... TR WABAUNSEE ..... WB WALLACE ..... WA WASHINGTON ..... WS WICHITA ..... WH WILSON ..... WL WOODSON ..... WO WYANDOTTE ..... WY	
DIVISION OF WEIGHTS AND MEASURES ATTN.: RECORDS CUSTODIAN 2016 SW 37th Topeka, KS 66611-2570					
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REV. 11/14/97					